

DEPARTMENT OF COMMERCE

Fiscal Year 2000

Budget and Annual Performance Plan

Quick Help

Acrobat 3.0

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Acrobat Tool Bar Functions

Click on icon in tool bar below to learn more about it



The Page Only button closes the overview area of the window.



The Bookmarks and Page button opens the overview area and displays bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.



The Thumbnails and Page button opens the overview area and displays thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.

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To scroll around on the page display, click on the Hand Tool. Grab and pull pages with the hand or point to links and bookmarks



To zoom in and enlarge the text display, click on the Magnifying Glass Icons or the CTRL key to zoom out. Also use the Zoom button box at the bottom of the screen.



To copy text to another Windows application (word processor, etc.), click on the Text Icon ("abc") and highlight the text to be copied. Click on Edit and then on Copy. Paste the text into any application.

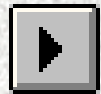
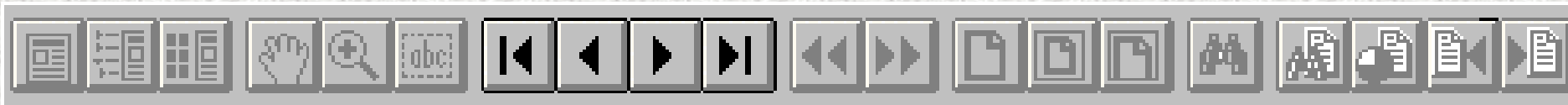
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To jump to the next page in a publication, click on the Right Triangle Icon, the Page-Down Key. To jump back to the previous page, click on the Left Triangle Icon.



To jump to the First Page and Last page in a document, click on the Left Triangle w/bar Icon to go to the first page or click on the Right Triangle w/bar Icon to go to the last page.

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To retrace your steps through a document, click on the Double Left Triangle Icon to Go Back or the Double Right Triangle Icon to Go Forward. Go Back also returns you to the original document when you click a link to another document.

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The Actual Size button displays the page at the default magnification.



The Fit Page button will fit the entire page onto the screen



The Fit Width button will fit the width of the page onto the screen

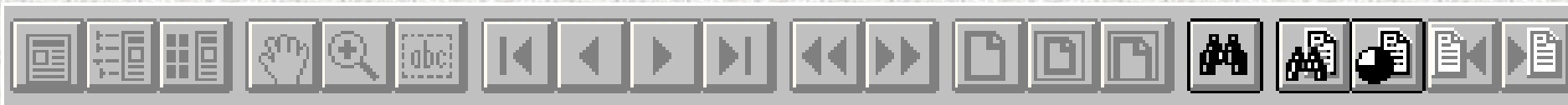
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The Find button searches for part of a word, a complete word, or multiple words in a document. See Finding words for more information.



To search for any word or group of words, click on the Search Icon (looks like binoculars over a piece of paper). Follow instructions on the screen. See on line help for Boolean searching.



To display the results of your search query, click on the Search Results Icon.

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To display the next occurrence of a search term, click on the Search Next Icon.



To display the previous occurrence of a search term, click on the Search Previous Icon

To print any page or range of pages, click on File and then on Print.

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